

*****Job Announcement*****

Indian Child Welfare & Family Services Director

POSITION:	ICW & Family Services Director
POSTING DATE:	September 26, 2017
CLOSING DATE:	October 11, 2017
SALARY:	Negotiable (based on qualifications and experience)
LOCATIONS:	Lac Courte Oreilles Tribal Administration Building
SUPERVISION:	Executive Director, Tribal Governing Board
ADMINISTRATION:	Lac Courte Oreilles Personnel Policy and Procedures Manual

Position Summary:

The Indian Child Welfare – Family Services Department is designed to serve and protect the rights and needs of children and to ensure the stabilization and/or reunification of the family unit.

Qualifications:

- Minimum Bachelor's degree in Social Work or 5 years working in a Indian Child Welfare setting.
- Must have experience working in a supervisory capacity.
- Must be familiar with the CPS investigation process.
- Must have experience in writing and managing grants.
- Must have extensive knowledge of fiscal management and reporting requirements.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Must have a valid driver's license, a clean driving record and maintain full auto insurance coverage and reliable transportation.
- Must be able to pass a fingerprint based criminal background check(s).
- Must pass a pre-employment drug screen and any random drug screens thereafter.
- Tribal preference applies.

Knowledge, Skills and Abilities:

1. Must possess considerable knowledge of the Indian Child Welfare Act as well as WICWA.

2. Able to communicate verbally and in written form with all organizational structures including; Tribal Government, Human Services Agencies, County, State and Federal Agencies as well as the LCO Community.
3. Should be familiar with the E-Wisacwis state reporting system.
4. Must be culturally sensitive to Native American people, especially children and have an awareness of life on the LCO Reservation.
5. Should be familiar with M-Teams and DEC.
6. Must be knowledgeable of court proceedings, court reports, permanency plans as well as all other documents that are required specific to hearing.
7. Must possess strong supervisory skills.
8. Experience with computers and software a must.

Duties & Responsibilities:

- (1). Provide direction and supervision to CPS staff, CST Coordinator, Youth Services Coordinator as well as other support staff.
- (2). Provide guidance as well as assistance to staff in the development of service plans to assist families in becoming healthier units. Will also provide support and structure when staff experience difficulty in dealing with cases.
- (3). On a weekly basis or as necessary, meet with ICW-CPS staff and review all ACCESS reports received on suspected cases of child abuse and neglect and assign cases.
- (4). No less then annually, develop staff training plans to ensure employees are up to date on latest issues affecting children and their families.
- (5). Work with all area schools and keep updated on children at risk.
- (6). Handle complaints that are received regarding the department or staff member specifically.
- (7). Monitor all MNC and ICW open cases & evaluate case plans consistently.
- (8). Maintain current CPS statistical reports.
- (9). Research, write and maintain grant requirements.
- (10). Quarterly, bi-annually and annually complete all fiscal reports (e.g. DHS, DCF, BIA, IV-B) as well as others and submit by required time lines.
- (11). Oversee all financial budgeting and approval of invoices and bills.
- (12). Write work plans for DHS & DCF annually.
- (13). Attend required meetings within and out of area as required.
- (14). Report to the Director of Administration or Tribal Governing Board upon request.

Application Procedure:

Submit completed LCO Employment Application, Resume, Cover Letter, at least three (3) professional reference letters. **Tribal Member applicants must provide a signed official document or Tribal ID from a federally recognized Tribe acknowledging enrollment, to:**

**Lac Courte Oreilles Tribal Government
ATTN: Human Resources Department
13394W Trepania Road
Hayward, WI 54843**